

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Transportation Engineering Technician	OFFICE/BRANCH/SECTION Office of Design, Project Development	
WORKING TITLE Transportation Engineering Technician	POSITION NUMBER	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the direction and supervision of a Senior Transportation Engineer, the Transportation Engineering Technician performs activities requiring basic engineering knowledge and skills for the preparation of plans, specifications, estimates, design drawings, written documents, presentations, and other related work for transportation projects.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
60%	E	Perform Computer Aided Drafting (CAD) and manual delineation on different media types for project plans, design drawings, displays, plots, and other mappings. Use current drafting guidelines and tolerances.
10%	E	Use basic mathematical skills for calculations such as quantities, elevations, and distances. Prepare design drawings such as construction details, cross sections, and vertical profiles.
10%	E	Collect and record project field data such as elevations and distances by using various survey instruments and other equipment. Research information relating to the project assignment through various records such as appraisal maps, as-built drawings, photo log and various reports.
5%	E	Provide an accurate and timely report of hours worked. Complete forms with accuracy such as travel expense claims, accident reports, safety reports, and overtime logs.
5%	E	Attend training courses, provide formal or informal training to others, participate in internal and external teams and committees, and attend meetings such as staff, safety, project, and public meetings.
10%	M	Perform general office duties such as preparing memos, letters and reports, filing and organizing both electronic and hardcopy project files, scheduling meetings, faxing documents, making copies, and maintaining the office and field

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position does not supervise others.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must be able to meet the following requirements:

Knowledge of:

- Basic terminology and concepts related to transportation engineering work.
- Department and work unit policies and procedures such as sexual harassment, violence at the workplace, discrimination, ethics, and state equipment usage
- Conventional and state-of-the-art equipment and computers applicable to office and field office transportation engineering work

Ability to:

- Use conventional and state-of-the-art equipment and computers applicable to office and field transportation engineering work

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- Perform basic mathematical calculations
- Use CAD systems and software to prepare and revise drawings.
- Effectively communicate both verbally and in writing at a level required for successful job performance.
- Prepare technical reports and other project related documentation

Analytically to:

- Analyze situations accurately and take effective action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for accurate preparation of drawings, mathematical calculations, field and delineation measurements, and the documenting and filing project information. Errors may delay project delivery or require work to be redone.

PUBLIC AND INTERNAL CONTACTS

The majority of the contacts are with departmental staff. Occasional contacts can be expected with the general public, public agencies, and elected officials or their staff.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be able to meet the following requirements:

Physical Requirements:

- Sit for long periods of time using a keyboard, mouse, and video display terminal. Other physical requirements include, but are not limited to walking, climbing stairs, lifting/carrying objects without causing injury (i.e. books, binders, plan sheets, box(s) of plotter or printer paper, etc.), twisting, stretching, bending, stooping, and kneeling.
- Travel to and from project sites or meeting locations.

Mental Requirements:

- Grasp the essence of new information and master new technical knowledge.
- Simultaneously work on several work assignments and/or deadlines.
- Work within a noisy and occasionally distracting work environment.
- Evaluate and understand critical calculations, data and other material that may require long periods of mental concentration.

Emotional Requirements:

- Deal with all contacts in a calm and respectful manner.
- Resolve emotionally charged issues reasonably and diplomatically.
- Develop and maintain cooperative working relationships with all contacts.
- Receptive to change, new information, and new situations.
- Overtime may be required and vacation restricted during peak times and fiscal year-end closing.

WORK ENVIRONMENT

The majority of the work performed will be in a climate-controlled office environment and within a work cubical or work area under artificial lighting.

Outdoor work to conduct project field reviews or collect project field data may occasionally be required. Fieldwork may expose the incumbent to various field conditions such as loud noise, dirt, uneven surfaces, airborne particles, cold or hot weather, heights, and moving vehicles or equipment.

Travel, one-day or overnight trips, may occasionally be required.

The typical office working hours are between 7:30 a.m. and 4:15 p.m. Monday thru Friday, and 40 hours per week.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable

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accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE